



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

March 12, 2008

**TO:** Superintendent of Schools

**FROM:** Craig Rector, Director  
Federal Discretionary Grants

**SUBJECT:** Federal Discretionary Grants' Workshop

You and members of your staff are encouraged to attend a meeting concerning the Homeless Children and Youth Application on Tuesday, April 1, 2008 at the Governor's Office Building, Room 315, in Jefferson City, Missouri. The purpose of this meeting is to provide current information that is critical to the completion of the application and the effective implementation of this program. Topics to be discussed include the administrative manual, the application process, and the grant timeline. The postmark deadline for the Homeless Children and Youth Application will be May 15, 2008.

Prior notice concerning attendance is necessary in order to finalize preparations for the meeting. **Please return the registration form located below by fax at (573) 526-6698 before March 25, 2008.** If you have any questions regarding this meeting, please call (573) 526-3232.

The following tentative schedule outlines how the meeting will be conducted.

**10:00 a.m. – 11:30 a.m.**

**Homeless Children and Youth**

The application, manual, and other pertinent information can be found on the following website prior to the meeting <http://dese.mo.gov/divimprove/fedprog/discretionarygrants/> . Please bring copies of this information to the workshop.

c: Homeless Grant Contacts (electronically)  
Homeless Coordinators (electronically)



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF SCHOOL IMPROVEMENT – FEDERAL DISCRETIONARY GRANTS  
PO BOX 480, JEFFERSON CITY, MO 65102-0480

## FEDERAL DISCRETIONARY GRANTS' APPLICATION WORKSHOP REGISTRATION

|                       |  |
|-----------------------|--|
| SCHOOL DISTRICT NAME  | COUNTY-DISTRICT CODE                   |
| DISTRICT CONTACT NAME | FORM DUE DATE<br><b>MARCH 25, 2008</b> |
| CONTACT PHONE         | CONTACT E-MAIL                         |

### DIRECTIONS

The Discretionary Grants' application includes the Homeless Children and Youth program. Please complete this form and list all the names of those planning to attend the workshop. Fax the completed form **by March 25, 2008 to (573) 526-6698**, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480. Questions, contact Renee Hasty, phone (573) 526-3232 or e-mail at [renee.hasty@dese.mo.gov](mailto:renee.hasty@dese.mo.gov)

Name of those attending:

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| Homeless                 | Date & City                     | Address   | For Directions | Time                    |
|--------------------------|---------------------------------|---|----------------|-------------------------|
| <input type="checkbox"/> | April 1, 2008<br>Jefferson City | Governor's Office Bldg.<br>Room 315<br>200 Madison Street<br>Jefferson City, MO 65101 | (573) 526-3232 | 10:00 am to<br>11:30 pm |

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5<sup>th</sup> floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.

MO 500-2710 (03-08)